

TRAVEL ORDER

OFFICE TRAVEL ORDER NO.

TR 13-3

PCS

INVITATIONAL

SERVICE TRAVEL ORDER NO.

OFFICE PHONE

GRADE

THE TRAVELER IS AUTHORIZED TO TRAVEL AND INCUR NECESSARY EXPENSES IN ACCORDANCE WITH REGULATIONS. THIS TRAVEL OR CHANGE OF OFFICIAL STATION, IF SO DESIGNATED, IS MADE FOR OFFICIAL PURPOSES AND NOT FOR YOUR PERSONAL CONVENIENCE.

NECESSARY MODE OF TRAVEL AND PURPOSE:

TRAVEL TO C. C. BY AIR (1 day) (1 day) to San Francisco, Calif. to attend (1 day) to return. PM

Mr. [Name] [Title]

Travel time and costs in excess of direct route are chargeable to traveler.

TRAVEL DESTINATION		PER DIEM ALLOWANCE		AUTOMOBILE ALLOWANCE	
BEFORE	AFTER	DOMESTIC	FOREIGN	EXCESS PER DIEM NOT TO EXCEED COST BY COM-MON CARRIER	CENT PER MILE AS MORE ADVANTAGEOUS TO GOVT.
13	13	1	1	MAXIMUM	OTHER (See below)

ALLOWANCES AND SPECIAL PROVISIONS WITH REASONS

DEPENDENT TRAVEL AUTHORIZED			PROCURE TRANSPORTATION BY		ESTIMATED COST OF TRAVEL	
NAME	DATE OF BIRTH	RELATIONSHIP	TRANSPORTATION REQUEST		CASH OR OTHER	
			DISCUSSION OF EFFECTS AUTHORIZATION		CERTIFY FUNDS ARE AVAILABLE	
			SHIPMENT FOR AUTHORIZED		OBLIGATION REFERENCE NO.	
			EXCESS BAGGAGE AUTHORIZED		CHARGE CGSR-CENTER NO.	
			ACCOMPANIED UNACCOMPANIED		DATE	
			LBS AND MODE LBS AND MODE		SIGNATURE OF B & P OFFICER	
			ADVANCE OF FUNDS REQUESTED		ACCOUNTING DUE DATE	

REQUESTING OFFICIAL			COMPONENT		
NAME AND TITLE			DATE		
AUTHORIZING OFFICIAL			COMPONENT		
NAME AND TITLE			DATE		
SIGNATURE			DATE		

VRJ

